



BAR HILL COMMUNITY ASSOCIATION (BHCA)

Registered Charity # 1195382

Meeting Minutes

Date & Time:	Tuesday, 11th June 2024 @ 7:30 pm
Location:	The Fox Inn, Gladeside, Bar Hill. Cambridge. CB23 8DY
Summary:	Scheduled Monthly Charity Trustee Meeting Called By: Andy Pellew (Chair of Trustees)
Note Taker:	Jenni Foster-Smith (Secretary)
Documents:	REF01 Minutes of the meeting held on 14th May 2024.pdf REF02 Financial Update - May 2024.pdf REF03 Trustee Retirement Procedure Review.pdf REF04 Councillors' Guide to a Councils Role as a Charity Trustee.pdf REF05 Bullying and Harassment Policy and Procedures (0.1 Draft).pdf

Open Forum Notes

Ref	Notes
OF1	Residents/ Groups in attendance: None Notes: N/A

Minutes for Agenda Items

Ref	Notes
01	<p>Apologies were received from Hilary Whipp (HW, Treasurer), Bunt Waters (BW, Europe Challenge), Kate Da Costa (KDC, Fête & Festival).</p> <p>Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]:</p> <p>BHCA Trustees:</p> <p>Andy Pellew (AP, Chair of Trustees, Bar Hill News, Phone Box Library), Anthony Mitchell (AM, Vice Chair, Christmas Event), Jo Hall (JH), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation)</p> <p>Volunteers/Members/Local Residents:</p> <p>Karen Hayden (KH), Richard Hayden (RH), Barry Dean (BD), Geoff Casswell (GC)</p>

02	<p>Minutes from 14th May 2024.</p> <p>Proposer: AP Secnder: AM</p> <p>Actions Update:</p> <ul style="list-style-type: none"> - (AP) Remove “Action Log”, Update website (to remove content), Update “Scheduled Activities” (in progress), Update Fundraising Policy and Procedure with approval (in progress), Investing Charity Funds Policy and Procedures (in progress), Campaigns and Political Activity Policy and Procedures (in progress), Engaging External Speakers at Charity Events Policy and Procedures (in progress), Update BH Library on “Friends” offer (in progress), Setup “Friends” budget, Grant for Over Day Centre (£90 - completed), Transfer £1000 from General to Fete Budget (completed), Update retirement policy (in progress), - (AM) Internal Charity Financial Controls Policy and Procedures (in progress) - (JFS) Internal Risk Management Policy and Procedures (in progress) - (JH) Chase BH Primary School regarding setting up of the First Lego League club (completed) - (BW) Printer in Parish Council Office (unknown) - (BD) Bullying and Harassment Policy and Procedures (completed) -
03	<p>(declarations of interest)</p> <p>AM, JH, and BW (not present) Parish Councillors - agenda item 20.</p>
04	<p>(chair updates)</p>
05	<p>Financial Update.</p> <p>£5000 in general fund, £14000 overall, looking good at the moment.</p> <p>Proposer: AM Secnder: AP</p>
06	<p>(committee updates);</p> <p>Bar Hill News (AP)</p> <ul style="list-style-type: none"> - Unfortunately it looks like colour printing is not going to be viable (we would need a combination of advertisers to pay £250 a month EXTRA in order to make it viable. - Specsavers interested in donating again for the Christmas event, if they gave us £2000 could we feature them in the BHN - Yes we can. - Idea to put BHN in all the shops in the village, if there are any spare.

	<ul style="list-style-type: none"> - Welcome pack for new businesses in the village, welcome letter, maps etc. - AM has invited the Lib Dem candidate and the Conservative candidate to a meeting, once the election is done (depending on who wins). <p>Christmas Event (AM)</p> <ul style="list-style-type: none"> - See above andy <p>Europe Challenge (BW)</p> <ul style="list-style-type: none"> - FB post about this. Only six people turned up, maybe the advert wasn't clear? <p>Fête & Festival (KB)</p> <ul style="list-style-type: none"> - Printing of the magazine is likely to start this week. Haart will provide less boards for houses to advertise it. <p>Parks & Recreation (JFS)</p> <ul style="list-style-type: none"> - Meeting with the PC clerk on the 12th June, to discuss the progress. Working party needs to be formed to progress. <p>Phone Box Library (AP)</p> <ul style="list-style-type: none"> - No progress. No update.
10	<p>Scheduled review: Trustee Retirement Procedure Review</p> <p>PROPOSAL: A trustee is nominated to update the procedure to reflect that we are no longer using Office 365 and have switched to Google Docs.</p> <p>Action - BD to review and update</p>
11	<p>New Policy: Bullying and Harassment Policy and Procedures</p> <p>PROPOSAL: With thanks to Barry for providing the policy we accept version 0.1, change it's version to 1.0 and set its state to Approved.</p> <p>Proposer: AP Second: AM</p>
20	<p>Parish Council Co-operation (from AM)</p> <p>PROPOSAL: We formerly consider adjusting our construction to allow the Parish Council to appoint a Trustee to our board who would then act as a liaison with the Parish Council on issues requiring their cooperation. Details regarding the changes and the effects will be brought back to a future meeting.</p> <p>The proposal was rejected.</p> <p>AM suggested appointing a liaison between the Parish Council and the BHCA. Suggesting one of the existing Councillors could fill the roll. A discussion ensued.</p> <p>Examples of lack of communication - changing door lock code, formal agreement</p>

	<p>to use their room, working parties not being formed, funding applications breakdown.</p> <p>AP pointed out that if it was a Councillor then it would not be clear what information was being transferred. For example if a person becomes aware of something in their role as a Parish Councillor that does not mean that the BHCA has been informed. Equally the other way round. AP suggested that it should be a non-councillor.</p> <p>AP nominated himself to be the liaison with the Parish Council. AP suggested that the Chair of Trustees email address would be a good route as that is recorded and will be available to future chairs.</p> <p>Proposer: AP Seconder: JFS</p>
21	<p>New Committee: First Lego League</p> <p>PROPOSAL: We accept that a new committee will be set up broadly in line with existing committees to manage the First Lego League. This will be managed by BD. Struggling to get a response back from BH Primary School, have chased them.</p> <p>A Terms of Reference will be produced (see here) to be agreed at the July meeting.</p> <p>Proposer: AP Seconder: JFS</p>
22	<p>New Committee: Skatepark TG</p> <p>PROPOSAL: We accept that a new committee will be set up broadly in line with existing committees to manage the Skatepark TG. This will be managed by Dave Wright, the current chair of the existing committee, and AP the secretary.</p> <p>A Terms of Reference will be produced (see here) to be agreed at the July meeting.</p> <p>Proposer: AP Seconder: AM</p>
23	<p>Parks & Recreation Donation</p> <p>PROPOSAL: We earmark £5,000 towards the funding for the new Children's Playground.</p>

	Proposer: AP Second: JH
97	<p>Other business (including agenda items for future meetings)</p> <ul style="list-style-type: none"> - Complaints Policy Review - Complaints Procedure Review <p>Selling items at the Fete, like the staplers. Sell them for £1 so we can get rid of them.</p>
98	<p>Date of Next Meeting</p> <p>PROPOSED Tuesday, 9th July 2024 @ 19:30 in The Fox</p>
99	Thanks & Close

Dated: **11-June-2024**



Jenni Foster-Smith (Secretary)

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Andy Pellew (Chair)